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PERSONNEL OFFICER TRAINING COURSE

Second Examination

25 June 1959

Name

KEY

(Do not write your name on any of
the other pages.)

True-False	16
Multiple Choice	18
Short Answer	64
Discussion (4 Questions)	<u>70</u>
<u>Total Points</u>	168

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General Instructions: The examination will take most of the two hours to complete. Therefore, work rapidly, especially on the first items. If you find yourself spending too much time on an item, move on to the next one and come back to the difficult item when you have finished the rest of the exam. The test is set up so that you move from items with a simple format to discussion questions. In view of this, be sure to leave ample time for the end of the exam. BE SURE TO READ ALL INSTRUCTIONS FOR THE VARIOUS PARTS OF THE TEST CAREFULLY. THE WEIGHTING OF THE ITEMS IN THE TOTAL SCORE IS GIVEN IN PARENTHESES AFTER THE INSTRUCTIONS.

Instructions for True-False Items: Read each statement carefully. If the statement, as written, is essentially true, place a plus mark (+) in the blank space in front of the statement. If the statement is essentially false, place a zero (0) in the blank space in front of the statement. If you do not know the answer, guess. Your first response to items of this type is often the best.

(Items are worth one point each.)

- 009-a 0 Under the National Security Act of 1947, the Director of Security, CIA, is responsible for protecting intelligence sources and methods from unauthorized disclosure.
- 019-a + Those selected for membership in the Career Staff are designated as career employees and this membership is limited to Staff Employees and Staff Agents.
- 026-a 0 The Heads of the Agency's Career Services have responsibility for the utilization and evaluation of personnel assigned to their Career Services but do not have responsibility for the advancement of these people. Such responsibility lies with the Director of Personnel.
- 101-a + The Board of Directors of GEHA, Inc., determines policy and is made up of 3 members from DDP, DDI, and DDS.
- 102-a 0 All fulltime Agency employees are eligible to purchase GEHA coverage.
- 105-a + Payments for reimbursements under the Specified Dread Diseases contract will be made regardless of the amount reimbursable under any other type of contract or from leave, B.E.C., etc.
- 107-a + X-rays, lab tests, etc., are reimbursable if they are necessitated by illness or accident and are performed in a hospital or authorized clinic.

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- 108-a + The only limitation from a physical requirement standard, in the case of new employee applying within 60 days of EOD, is the nine-month waiting period for maternity. (Mutual of Omaha)
- 109-a ○ WAEPA and UBLIC are both Group Term Life Insurance contracts, similar to World War II term insurance, and, therefore, cannot be converted to any plan the underwriter writes other than term insurance.
- 123-a + A career agent is a type of contract employee.
- 127-a + A Contract Employee is entitled to Civil Service Retirement when he has transferred without a break in service from a position subject to Civil Service Retirement deductions to the status of an employee of the Government under contract.
- 130-a ○ The Staff Agent letter of appointment is a negotiated contract.
- 131-a ○ Contract Agents may be granted standardized or special allowances or differentials as such.
- 132-a + A differential is an additional increment of compensation granted to personnel serving at "hardship" posts and as such is considered as taxable income.
- 133-a ○ An allowance is a taxable increment granted to personnel to compensate for costs at the post.
- 401-a ○ When an employee wishes to remain in the employ of the Agency following marriage to an alien, he must obtain permission to marry or his resignation will be accepted.

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Instructions for Multiple-Choice Items: For each of the following items there are several alternative answers. Only one of these alternatives is correct. Indicate the one answer you think best fits the question or statement by marking an "X" through the letter that precedes your choice. (Items are worth two points each.)

- 060-a Once a disciplinary action has been proposed by the Head of an Office, the individual's Career Service Panel or Board has the following interest in the action:
- a. Transmitting the paper work to the Office of Personnel
 - b. Getting the latest dirt on the employee
 - ☒ c. Information for future career planning and utilization
 - d. None of the above
- 064-a A supervisor has informed you, as Personnel Officer, that a serious breach of conduct by an employee has taken place. What is the first action you should take?
- a. Consult your immediate superior in the Personnel Office
 - ☒ b. Develop a complete record of events
 - c. Call the Executive Officer of the Office of Personnel
 - d. Notify the SA/D/Pers
- 065-a After a suspension action has been recommended by an Office Head, who has final approval authority?
- ☒ a. Director of Personnel
 - b. Head of the individual's Career Service
 - c. Deputy Director (Support)
 - d. Division Chief
- 075-a The Career Service Ceiling is:
- ☒ a. The maximum authorized number of personnel for a Career Service consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status.
 - b. The ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.
 - c. A listing of positions of various types, levels, and Career Service designations required to meet the workload of a component.
 - d. The total of the Staffing Complement and the Development Complement.
- 077-a The Planning Paper is:
- ☒ a. A document reflecting the structure of a component and the number and distribution by occupational title, grade, and service designations of positions estimated to be required during the coming year to meet the workload.
 - b. An estimate of staff personnel requirements of each Career Service for the coming fiscal year.
 - c. An estimate including staffing complement employees and development complement employees necessary to carry out the functions of a component.
 - d. An estimate based on the maximum number of people necessary to fulfill work requirements consistent with good management.

S-E-C-R-E-T

078-a The Career Service Staffing Authorization is designed to:

- a. Provide adequate headroom for employees, permitting maximum promotions, and thereby encourage employees to make a career in the Agency.
- b. Limit promotions to those legitimately required to fill vacancies resulting from transfer and attrition.
- c. Limit the rotation of employees between Career Services to those required for development or training purposes.
- ~~d.~~ Encourage good personnel planning by each Career Service Head and improve the competitive promotion system by planning the number of promotions at each level for a full year.

079-a The Career Service Staffing Authorization is:

- a. The maximum number of authorized personnel for a Career Service, consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status.
- b. The total number of personnel at each grade level assigned to a Career Service for a fiscal year.
- c. The total number of employees occupying limited and flexible positions in the staffing complement and all employees in a development complement status for a Career Service.
- ~~d.~~ The ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.

081-a The Staffing Complement is:

- ~~a.~~ The listing of positions of various types, levels, and Career Service designations required to meet the workload of a component.
- b. An estimate of staff personnel requirements of each component for the coming fiscal year.
- c. The Career Service listing of positions required to carry out all functions of the Career Service for the fiscal year.

082-a The Staffing Complement includes:

- a. All positions of a Career Service required to carry out workload requirements wherever located.
- ~~b.~~ All limited and flexible positions required to meet the workload of a component.
- c. All staff positions in a component included within the component's Career Service, excluding those of other Career Services.

S-E-C-R-E-T

Instructions for Short Answer Items: The following items ask you to write a brief answer to the question. The answer may require a word, phrase or sentence. It will not require any more than a very short paragraph at the most.

(Items are worth four points each.)

022-a What do you regard as the major asset of the Agency? Why?

028-a What effect has the imposition of ceiling controls had upon the consideration of personnel assets by Agency officials?

066-a The following laws all have at least one thing in common which is of concern to the personnel officer. What is it?

- The laws are:
- a. Hatch Act, 5 U.S.C. 11 81
 - b. Holding State or Local Office, Executive Order 9
 - c. Subversive Activity, Sec. 1, Public Law 330, 84th Congress
 - d. Discrimination, Sec. 2, Civil Service Act.
 - e. Claims against U.S., Sec. 109 Criminal Code
 - f. Drunkenness, Sec. 8, Civil Service Act
 - g. Gift to Superiors, Sec. 1784, Revised Statutes
 - h. Striking Against Government, Sec. 1, P.L. 330, 84th Congress

069-a Why should demotion not be considered as a disciplinary action to be taken in most cases?

S-E-C-R-E-T

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113-a What are the three criteria which may be used in the designation of a hardship post?

120-a In handling contract personnel, why is a contract needed? Give at least two reasons.

122-a What are the basic differences between a Contract Agent and a Contract Employee?

124-a In which of the three contract categories is the offset clause subject to negotiation?

126-a What is a contract?

128-a List at least four provisions which should be included in a normal memorandum in lieu of contract.

S-E-C-R-E-T

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129-a Which two officers must approve a commitment, expressed or implied, concerning the conversion of a contract individual to staff status?

132-a What is the intended purpose of establishing a differential and how does it relate to the cost of living?

134-a What is the intended purpose of establishing an allowance?

202-a An individual has had four security violations in the last two years. If it is determined that he will be separated, who has responsibility for initiating proceedings?

205-a What are the types of "hire-systems" for indigenous personnel generally used at foreign posts?

402-a Downgrading with retention of salary implies that certain conditions exist in respect to performance of the employee. Discuss.

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S-E-C-R-E-T

Instructions for Discussion Questions: The following questions are designed to allow you to think about a larger or more complex body of information. These questions generally deal with personnel programs, policies or problems. In answering the questions you will do better to maintain a broad perspective than to focus on any specifics within the area under discussion. YOU ARE REQUIRED TO ANSWER ALL FOUR QUESTIONS. (The value is given after each item.)

- 030-a Describe in a brief paragraph or two what you consider to be the major objectives of the Agency's personnel program. (10 points)
- 151-a Your Division Chief wants his Branch Chiefs briefed concerning the support they can expect to get from you as a Personnel Officer. Outline your presentation to the Branch Chiefs indicating briefly the topics you would cover. Include in your outline an indication of how other Agency components support you and some indication of areas of responsibility and interrelationships as they bear on these problems. (20 points)
- 204-a Discuss the preparations a Personnel Officer should make prior to departure for an overseas assignment. (10 points)
- 250-a In your own words discuss (not list) the characteristics of an effective Personnel Officer. Show how such characteristics contribute to successful personnel management and through it to the achievement of broad Agency goals. (30 points)

Clearly label your answers with the numbers to the left of the questions.

S-E-C-R-E-T